

# *Student Administration*



# DISAM

Defense Institute of Security Assistance Management

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# *Responsibility to IMS*

- Will afford IMSs **traditional** American courtesies.
- Responsibilities include obligation to teach **particular skill** and foster friendly relations by a genuine **display of hospitality**, interest in **student's welfare**, and **personal assistance**.
- IMSs will be treated, so far as possible, **like their U.S. counterparts**.

# Unauthorized Commitments

- All U.S. personnel, except MILDEP reps, **will not....**
- Make any **training commitments** to IMSs or foreign country representatives
- No agreements on: **curricula, types of training, length of stay, etc.**
- Doubtful situations to be **referred to MILDEP** for resolution

# Student Administration

## Phases:

- **Predeparture**
- **Training**
- **Past-Training**

# Pre-departure Phase

- **Selection**
  - Prerequisites
  - Testing/screening
- **Documentation**
  - Biographical data
  - Invitational Travel Order (ITO)
  - Passport/visa
- **Travel arrangements**
- **Arrival message**
- **Pre-departure briefing**

# Student Selection Criteria

- **Leadership potential**
- **Utility/retainability**
- **Ability to train others**
- **Note: We can only advise--hard to enforce....**

# Testing/Screening

- **Language**
- **Physical fitness**
- **Medical**
- **Security**

# Biographical Data

- Provide **DD Form 2339** (IMSI form) for all **Officer** students, **NLT 10 days before** report date (unless otherwise specified in MILDEP Section)
- **Distribution**
  - Each training installation
  - MILDEP specific
- Installation need not retain after depart



# Passports and Visas

- Country issues passport and requests visa for **entire duration** of training
- SAO “facilitates” issue of visa
- Non-NATO IMS and dependents issued **“A-2”** visa
- **“B”** visas are not appropriate
- NATO dependents **“NATO-2”** visa, NATO CIV’s **“NATO-6”** visa
- Multiple entry visa if required

# **Ticketing Process**

- **Round trip vs one way**
- **Centralized AF SATO**
- **Excess baggage**
- **Deviations**

# Arrival Message

- **15 days prior** to report date (30 days if accompanied)
- **Key to student reception**
- **First training location**
- **Arrive during duty** day/week

# Arrival Message “Stats”

- Two weeks sample - 49 message/22 countries
- 41 messages did not adhere to 15/30 day advance arrival requirement
- Interval between message dtg and student arrival date - 43 to “minus” 2 days; average of 7.7 days

# Pre-departure Briefing

- **Thorough and current**
- **Avoid surprises**
- **Oral and written**
- **Installation, region, U.S.**
- **Review ITO & entitlements**
- **Country briefing, also**

# Briefing and Orientation

- SAO will **thoroughly** brief before departure
- Provide **written** as well as **oral**
- Will also be briefed upon **arrival** at training installation
- **Importance** of briefings cannot be over emphasized
- In-country brief reproduced in Country's language (if possible)

# Briefing Content (JSAT)

**Passport/Visa**

**Travel**

**Baggage**

**Reporting Info**

**IMSO (Who)**

**CLO/DAT**

**Military Records**

**Changes to Training**

**Tax Free**

**ECL Testing**

**Clothing**

**Money**

**Vehicles**

**Standards**

**Dependents**

**Military Status**

**Leave Policy**

**Postal Facilities**

**Off-Duty Employment**

**Instructional Materials**

**Military, Social, Athletic  
Privileges**

**Medical Care**

**Military Courtesy**

**Student Instructor  
Relationship**

**Disciplinary Issues**

**Cultural Differences**

**Quarters**

**Military Meals**

**ITO Authorizations**

**Religious Services**

# Training Phase

- **Reception**
- **Orientation**
- **Testing**
- **Training**
- **DoD Informational Program**
- **Academic Report**
- **Retainable Instructional Materials**
- **Role of IMSO**
- **Assistance of Country Liaison Officer (CLO)/Defense Attache (DAT)**



# Channels of Communication

- Direct communication between SAO and training installation authorized for **routine admin matters only** (ITO's, bio data, security clearance, travel)
- Installation must commo all matters involving **"policy determination"** to MILDEP (no prior commitment)
- Identify message with - **IMS name, country, WCN, FY, (FMS case)**
- SAO/Unified Command will be info'd when **"controversial"** IMS matter

# Legal Status

- Subject to **jurisdiction** of U.S. courts
- Unless exempted by treaty, specific authorization, or diplomatic immunity
- **NATO SOFA** states when jurisdiction will be expected for:

Belgium  
Canada  
Denmark  
Germany

France  
Greece  
Italy  
Spain

Luxembourg  
Netherlands  
Norway  
Portugal

Turkey  
United Kingdom  
United States

- Diplomatic status
- **Not** subject to **UCMJ**
- **Civilian authorities** may apprehend & confine

# IMS Disciplinary Action

(JSAT 10-16)

(Principles to Be Observed by U.S. Personnel)

- **Immediate action** authorized to prevent bodily injury/breach of peace
- May **detain** IMS for protection/safety of installation
- **Punishment** is responsibility of **student's country**
- Installation CMDR may investigate to determine if a recommendation to **return IMS to country** - coordinate w/CLO
- **MILDEP** must be informed - **info** SAO/Unified Command/Country representative
- **IMS dependent incidents** treated same as U.S. depends

# Reporting IMS Problems

- Reported initially by **phone**
  - Hospitalization
  - Requirement to reschedule training
  - Accident reports
  - Emergency leave/other welfare
  - AWOL
  - Event w/internat implications (dissatisfaction w/environ or social accept)
- Keep MILDEP informed (**written report** if needed)
- Academic deficiencies to MILDEP w/copy to SAO and Unified Command

# Disclosure of Classified Info

- IAW **MILDEP policy** on need to know basis
- Only that **necessary to training** mission
- Only those countries **specifically authorized** by MILDEP
- Only on weapon system/equipment **owned** by country or firm intent to buy
- Disclosure of **COMSEC** info IAW MILDEP reg
- Disclosure of NATO info upon receipt of access certificate IAW treaty regulations

# Dependents

- **Not** encouraged, **except** certain courses
- **Won't** alter IMS status or impose unnecessary burden on training installation
- Should acquire **housing before** family arrives
- **No** dependent expenses funded by SATP
- **Higher** living allowance rate for specified courses only, including preceding/following courses
- Exchange, commissary, medical privileges for **ITO authorized dependents only**

# ID Cards

- To **IMS** and **ITO authorized** *accompanying* dependents
- **New DD form 2765**
- Issued at **first** training activity - ITO endorsed
- Surrendered during out-processing at **last** training installation
- Valid in **CONUS only**
- Not issued to international civilian students - use ITO and Installation Cmdr letter

# Physical Training (PT)

- **Will participate** in "PT" if successful course completion depends on it (Ranger, Airborne, etc.)
- All other IMS will be **"encouraged"** to participate - not considered requirement for graduation



# Academic Reports

- **New DD Form 2496** to be used
- **Required** for each student
- **Repetitive** comments not permitted
- **May be returned** by SAO (info MILDEP) if above requirement not met
- **Distributed IAW MILDEP guidance** - normally no interim reports

# Indebtedness

- **Avoidance** (billeting example)
  - Payment procedures discussed during in-proc
  - Billeting notifies IMSO of delinquent accts
  - Billeting clearance required in out-processing
- Meet w/IMS, CLO, other Senior Rep to determine **responsibility**
  - If w/in IMS control - counsel, payment plan
  - If not resolved - notify installation Cdr.
  - If not resolved - notify MILDEP

# Post-Training Phase

- **Return travel arrangements and return arrival information**
- **Debriefing**
- **Utilization (IMET funded training)**
- **Retainable instructional materials**
- **Academic record**

# What is RIM???

- Materials **issued to and retained by** the IMS
- **(SATFA Message)** Course director is to identify material supporting objective of IMS returning to country to “assist in establishing self-sufficient cadre training base”

# Retainable Instructional Materials (RIM)

(JSAT 8-10)

- IMISO **"assists"** in packing
- **No** personal effects
- **SAO** mailing address from ITO
- ITO No., WCN, IMET prog/FMS case **on label**
- No student name on **outside**
- Copy of **ITO** inside

# Academic Records

- Personnel/training **records** forwarded to gaining command - IMS cannot hand carry
- Last training installation **forwards to SAO** nlt 60 days following graduation
- Individual **flight** and unclassified **medical** records may be hand carried by IMS - last installation forwards to SAO

# ***Student Administration***

# **Don't use following.....**

**Don't use following slides if you are going to use the Health Affairs presentation.....**



# Medical Care

- **Eligibility** - All IMS and accompanying, “authorized” dependents
- **Cost**
- **Budgetary/programming factor**
- **Payment**

# Inpatient Cost Comparison

## Appendectomy w/o complications

MEDDAC-FLW (\$1896)

BAMC-FSH (\$2183)

**DRG Weight  
Avg Stay**

.7227/3 Days

.7828/3.7 Days

**IMET\***

\$4,110.72

\$6,322.75

**Others\***

\$9,984.10

\$14,791.71

## Pneumonia w/o complications

MEDDAC-FLW (\$1896)

BAMC-FSH (\$2183)

.7740/3 Days

.6924/5.7 Days

\$4,402.51

\$8,615.60

\$10,692.81

\$20,155.69

\*Does not include subsistence/family member rate.

# Medical Charges

## Inpatient

- **Costs vary from facility to facility**
- **Type of care provided determines daily weighted factor**
- **Facility daily cost multiplied by daily weighted factor**

# Health Care - Budgeting

- IMET programming factor - **\$35 per student training line** (course of instruction)
- FMS case medical line - **approx \$500 per student**
- Unless **student pays** or bill is to be **sent to country** (embassy)

# Health Care - Payment

- Clinics/hospitals **must account** for treatment “service” provided
- Bill submitted to **MILSVC** Medical Command
- **IMET program** medical line funds IMS med care
- **FMS case** funds IMS medical care, or
- Bill is sent to **Country Embassy** for payment
- Billing for **dependents** at local level to **student**

# HIV-AIDS Policy

- **IMS tested by country**
- **No “mandatory” testing in U.S.**
- **Must meet U.S. health “standards”**
- **Hazardous duty and other testing**
- **Action upon testing positive**